



Aberdeen City Health & Social Care Partnership

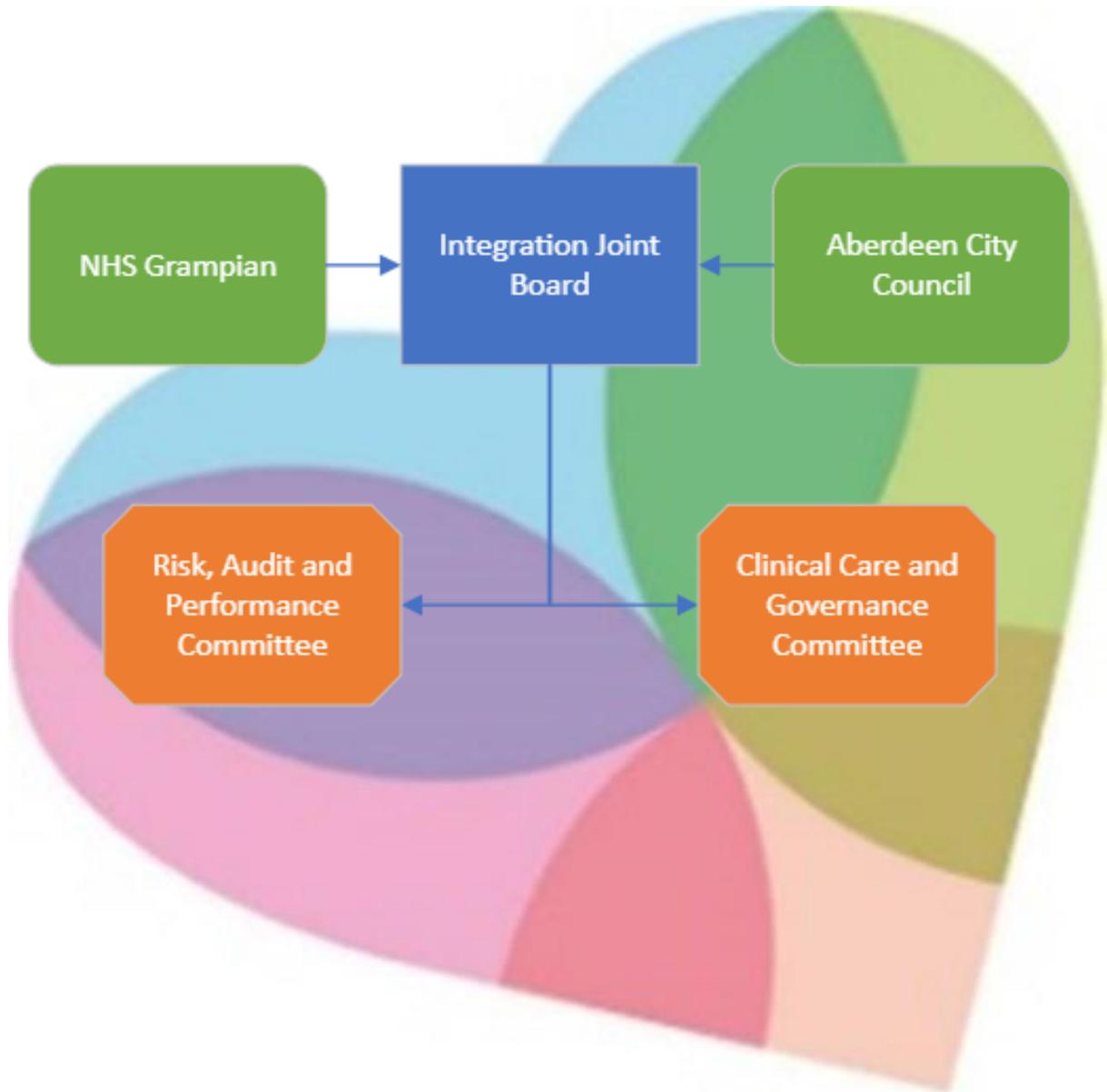
*A caring partnership*

## Aberdeen City Integration Joint Board

### Terms of Reference

|                                |                                   |  |
|--------------------------------|-----------------------------------|--|
| <b>Date Created:</b>           | November 2022                     |  |
| <b>Version:</b>                | V 3.0                             |  |
| <b>Location:</b>               | Governance                        |  |
| <b>Author (s) of Document:</b> | Jess Anderson, ACC Legal Services |  |
| <b>Approval Authority</b>      | IJB                               |  |
| <b>Scheduled Review:</b>       | April 2025                        |  |
| <b>Effective Date:</b>         | 9 July 2024                       |  |
| <b>Changes:</b>                | March 2023<br>June 2024           |  |

## IJB Structure Chart



## Introduction

1. The Integration Joint Board (IJB) ultimately derives its authority from the Public Bodies (Joint Working) (Scotland) Act 2014. It was created by Aberdeen City Council (the Council) and NHS Grampian (NHSG). Both of these partner organisations delegated functions to the IJB, which are detailed in the Integration Scheme.
2. The IJB is permitted by clause 17 of The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 to form committees for the purpose of carrying out such of its functions as it determines.
3. The IJB has formed two committees: the Risk, Audit and Performance Committee and the Clinical Care and Governance Committee.
4. Any decision taken by a committee is deemed to be a decision of the IJB as a whole.
5. The IJB may determine a matter which would ordinarily fall within the remit of a committee.
6. The IJB sets the Terms of Reference for its committees annually when reviewing the Scheme of Governance. As part of this process, the Chief Officer will ensure that officers will review the Terms of Reference.
7. Non-material amendments to the Terms of Reference may be made by the Chief Officer, following consultation with the Chair and Vice-Chair of the IJB and the Chairs and Vice-Chairs of the Committees. Any such amendments do not need to be approved otherwise by the IJB.
8. Any non-material amendments will be notified to the Members of the IJB when completed.

## 1. Aberdeen City Integration Joint Board (IJB)

|              |  |                |     |
|--------------|--|----------------|-----|
| <b>Title</b> | <b>Aberdeen City Integration Joint Board (IJB)</b> |                |     |
| <b>Lead</b>  | Chief Officer                                      |                |     |
| <b>Date</b>  | July 2024  | <b>Version</b> | 3.0 |

### Quorum

Four voting Members, with at least two Members from each constituent authority

### Matters Reserved to the IJB

- 1).The IJB shall consider the following;
  - a) Matters which are reserved by law;
  - b) Those matters which the IJB has chosen to reserve under paragraphs 2 to 10 below, and;
  - c) Any other matter that the Chief Officer determines appropriate to report to the IJB.
- 2). Any function or remit delegated under the Aberdeen City Integration Scheme, which is bound to be undertaken by the IJB itself;
- 3) Establishing such committees as may be considered appropriate to conduct business and to appoint and remove Chairs, Vice Chairs, members of the IJB, its committees and outside bodies in accordance with the IJB's Standing Orders;
- 4) The approval of the Medium-Term Financial Framework.
- 5) The approval or amendment of the Scheme of Governance;
- 6) Contracts, in so far as it relates to business services, the engagement of consultants, or external advisors for specialist advice, such as administrative, accounting or legal support, where this requires authority from the IJB in respect of the Partners' own procurement rules and Schemes of Delegation;
- 7) A decision to co-operate or combine with other Integration Joint Boards in the provision of services other than by way of collaborative agreement;
- 8) The approval or amendment of the Strategic Plan and on-going monitoring of its delivery through the Annual Performance Report;
- 9) Issuing Directions to the Partners under sections 26 and 27 of the Public Bodies (Joint Working) (Scotland) 2014 Act, in line with the Aberdeen City Integration Scheme and legislative framework;
- 10) The approval of the Clinical Care Governance Framework.

## 2. Risk, Audit and Performance Committee

|                       |                                       |                |     |
|-----------------------|---------------------------------------|----------------|-----|
| <b>Title</b>          | Risk, Audit and Performance Committee |                |     |
| <b>Executive Lead</b> | Chief Operating Officer               |                |     |
| <b>Date</b>           | July 2024                             | <b>Version</b> | 2.0 |

|   |
|---|
| <b>Purpose</b>  |
| <p>To ensure that the IJB has robust arrangements for:</p> <ul style="list-style-type: none"> <li>• risk management;</li> <li>• financial management;</li> <li>• service performance; and</li> <li>• governance.</li> </ul> <p>This includes services hosted by Aberdeen City's IJB on behalf of other integration authorities.</p> |

|  |
|--|
| <b>Quorum</b>  |
| Two voting Members, one representative each from the Council and NHSG. |

|   |
|---|
| <b>Remit and Responsibilities</b>   |
| <p><b>Investigation</b></p> <ol style="list-style-type: none"> <li>1. Instruct further investigation on any matters which fall within its remit, reporting the findings of such an investigation to the IJB.</li> </ol> <p><b>Audit</b></p> <ol style="list-style-type: none"> <li>1. Ensure there is an effective Internal Audit Function that meets the Public Sector Internal Audit Standards and that it provides appropriate independent assurance to the Committee, Chief Officer and IJB.</li> <li>2. Scrutinise, review and approve the annual audit plans (internal and external) on behalf of the IJB, receiving reports, overseeing and reviewing actions taken on audit recommendations and escalating to the IJB as appropriate.</li> <li>3. Be aware of, scrutinise, receive assurance and monitor any relevant improvement activity arising from audit findings, inspections and regulatory advice from assurance providers (such as the Care Inspectorate, Audit Scotland, Healthcare Improvement Scotland and the Mental Welfare Commission), to ensure the integrity of Aberdeen City Health and Social Care Partnership (ACHSCP) control systems and processes.</li> </ol> |

## **Performance**

4. Approve, monitor and review a performance framework for the IJB in respect of its policy objectives and priorities in relation to all delegated functions of the IJB. This includes ensuring that the Chief Officer establishes and implements satisfactory arrangements for reviewing and appraising service performance against IJB budgets, the National Health and Wellbeing outcomes, the associated core suite of key performance indicators and other appropriate local objectives and priorities.
5. Receive and scrutinise performance reports and receive assurance that actions in respect of emerging trends are proportionate to the IJB's Risk Appetite Statement.
6. Instruct Performance Reviews and related processes.
7. Support the IJB in delivering and expecting cooperation in seeking assurance that hosted services run by Partners are working effectively and efficiently.
8. Monitor the IJB's work and performance as a Category One Responder under the Civil Contingencies Act 2004.

## **Risk and Governance**

9. Approve the Board Assurance Framework for the IJB.
10. Monitor the risk appetite and/or tolerance established by the Board Assurance Framework to ensure effective oversight and governance of the ACHSCP activities.
11. Scrutinise and ensure the existence of, and compliance with, an appropriate risk management strategy including: reviewing risk management arrangements; receiving biannual Strategic Risk Management updates and undertaking in-depth review of a set of risks and annually review the IJB's risk appetite document with recommendations being brought to the IJB.
12. Approve the sources of assurance used in the Annual Governance Statement consider whether it properly reflects the risk environment and supporting assurances, taking into account Internal Audit's opinion on the overall adequacy and effectiveness of the IJB's Scheme of Governance, Risk Management and Control
13. Review the overall Internal Control arrangements of the IJB and make recommendations to the IJB regarding signing of the Governance Statement, having received assurance from all relevant Committees.
14. Review non material changes to any of the policies of the IJB for ensuring continued compliance with relevant regulatory and legislative requirements, legal and any related reporting.

## **Financial**

15. Ensure that the systems for financial reporting to the IJB, including those of budgetary control, are subject to review as to the completeness and accuracy of the information provided;
16. Ensure the integrity of the Annual Report and Financial Statements of the IJB before submission to the IJB, and any other formal announcements relating to its financial

performance, reviewing significant reporting issues and judgements that they contain, and including the meaning and significance of the figures, notes and significant changes; accounting policies and practices followed, and significant changes; explanation of estimates or provisions having material effect; the schedule of losses and special payments and any reservations and disagreements between internal and external auditors, and the Chief Officer which are not resolved;

17. Scrutinise, Consider and approve the annual financial accounts and related matters;

18. Receive and review regular financial monitoring reports, financial statements, significant financial returns to regulators and any financial information contained in other official documents, including the Annual Governance Statement.

19. Review the methods used to account for significant or unusual transactions where different approaches are possible (including unadjusted mis-statements in the financial statements) and approve budget virements

### **Members and Principal Advisors**

The Executive Lead to the Committees is the Chief Operating Officer.

Voting Members:

Councillor Martin Greig (ACC)  
Councillor John Cooke (ACC)  
June Brown (NHSG)  
Hussein Patwa (NHSG)

Other professional advisors and senior officers may be required to attend meetings of the Committee. These persons include, but are not limited to:

1. External Audit
2. IJB Lead for Strategy and Transformation Manager
3. IJB Transformation Programme Manager (where it relates to their area)
4. IJB Business Manager
5. IJB Lead Commissioner